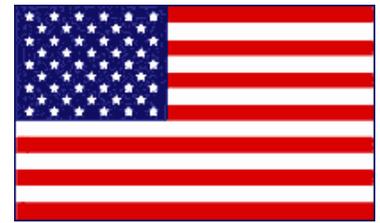




**VA NW Health Network
VISN 20**

**1601 E. 4th Plain Blvd.
Vancouver, WA 98661**



NOTICE OF VACANCY

<p>1. <u>Announcement Number</u></p> <p>T38-09-0020-JC</p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p>Supervisory Prosthetics Representative (FS) GS-672-14 \$96,274 to \$125,155 per annum (Based on full-time employment)</p>	<p>3. <u>Tour of Duty</u></p> <p>Days M-F</p>	<p>4. <u>Duty Station</u></p> <p>VISN 20 Vancouver, Washington</p>
<p>5. <u>Type & Number of Vacancies</u></p> <p>Permanent 1 Full-time position</p>	<p>6. <u>Contact</u></p> <p>Human Resources Assistant 503-273-5236</p>	<p>7. <u>Opening Date</u></p> <p>11/04/2008</p>	<p>8. <u>Closing Date</u></p> <p>11/28/2008</p>

**RELOCATION EXPENSES MAY BE AUTHORIZED
RECRUITMENT INCENTIVE MAY BE AUTHORIZED**

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the **VA Northwest Health Network (VISN 20)** eligible under the interchange Agreement. Included are permanent employees in VISN 20 area working in National Cemeteries, Regional Office, Veterans Outreach Centers and Veteran's Canteens.
- Other VA Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees.

MAJOR DUTIES:

As a Prosthetics expert, the VISN20 Prosthetics Lead Representative (PLR) is responsible for establishing and maintaining an integrated system of Prosthetics Services which contribute to effective management control over Network Operations. As part of this responsibility, he/she provides analysis and advice on Prosthetic matters to the Network Director, Network Chief Acquisition and Procurement Officer, Network Chief Financial Officer and Network Chief Medical Officer, to the Network Executive Leadership Council, and to Medical Center Directors to assure effective coordination of services across the Network. The incumbent is responsible, in collaboration with facilities and Network, for the overall planning, developing, evaluating, and implementing, of the entire Prosthetic Program for the Network. He/She provides innovative leadership in a cultural transformation to an integrated program. He/She will assure that the network Prosthetics Program is in compliance with JCAHO accreditation standards, and those of other relevant accrediting organizations. He/She provides input into the performance appraisal all Prosthetics personnel within the Network. The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. The incumbent provides timely prosthetics advice required to make effective decisions and provide for proper program planning. Incumbent plans, develops and oversees the VISN's prosthetic treatment and distribution programs, providing guidance to Chiefs of individual prosthetics programs within the VISN. Assists with the planning, developing and preparing budget estimates and requirements for the procurement of prosthetic appliances and repairs; supplies and equipment needs; and personal services. Recommends funding to be allocated to individual Prosthetics Departments based upon analysis of workloads, veteran population and services being rendered and is responsible for the oversight of the entire Network Prosthetics budget. Holds staff conferences to provide information on all matters relating to the Prosthetic program to individual Prosthetics departments within the VISN to discuss problems of mutual concern, with a view towards enhancing service to veterans, and to resolve problems relating to the prosthetic program. Serves as oversight manager and technical adviser to all subordinate Prosthetics Departments within the VISN. This role includes oversight of the procedures and policies being implemented at each local site including but not limited to such activities as Orthopedic Laboratories, Orthopedic Shoe Programs, Restoration Laboratories, Spinal Cord Injury Laboratories and various administrative patient services activities. Recommends VISN-wide procedures and policies dealing with such activities as follow-up examinations for patients who have received prosthetic and orthotic appliances, evaluation of experimental and/or test devices used by patients, authorization criteria for replacement of special appliances, the operation of prosthetic repair programs. Assures the maintenance of a viable and valuable liaison with prosthetic manufacturers and related activities within the VA in general and VISN 20 in particular. Develops and administers a formal systematic plan for reviewing and appraising the effectiveness of each facility Prosthetic program within the VISN, in

(Continued on next page)

accordance with VA Headquarters and VISN 20 policies and procedures. The incumbent is responsible for establishing and maintaining a harmonious relationship with the Veterans Service Organization (VSO). He/she is responsible for the oversight of each facility's Automobile Adaptive Equipment Program as it relates to the Veterans Benefits Administration (VBA). Network 20 Prosthetics Lead Representative acts as the liaison between the VHA and VBA.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G34) for GS-672 series applies and may be reviewed in the Human Resources Management Service Office.

Basic Requirements:

- **Citizenship.** Citizen of the United States. (Non-citizens may be appointed when it is not possible to recruit qualified citizens)

Specialized Experience:

At least 1 year of experience equivalent to the next lower level, and must fully meet the KSAs (1 & 2). In addition, the candidate must demonstrate technical KSAs (3-6) and the potential to acquire the assignment specific KSAs designated by an asterisk (*):

- **Assignment.** This position consists of significant scope, complexity (difficulty), and range of variety. Incumbent will serve as a Supervisory Prosthetic Representative serving as the VISN-20 subject matter expert for the Prosthetic Program and VISN Service line Manager.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

The candidate must demonstrate *through their experience or education* the following technical KSAs (*from VA Handbook 5005*) and the potential to acquire the assignment specific KSAs designated by an asterisk (*):

1. Knowledge of national initiatives and/or intra-agency workgroups or committees.
2. Ability to implement national policies over multiple facilities.
3. *Ability to draft, recommend, and/or implement national policies and/or directives.
4. Knowledge of VISN and/or national initiatives and/or inter/intra-agency workgroups or committees.
5. *Skill in managing a prosthetic program at the VISN level.
6. Skill in managing resources, i.e., space, equipment, supplies, staff, at the VISN level.

CONDITIONS OF EMPLOYMENT:

- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- All information submitted to this VA Medical Center is subject to verification by VetPro.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.
- [VACareers](#) has descriptions of all Title 38 Jobs and their benefits.
- Relocation expenses may be authorized.
- Recruitment incentive may be authorized.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- Prosthetic representatives must be proficient in spoken and written English.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All application packets must be received in Human Resources by Close of Business (COB) on 11/28/08 for 1st consideration. This position is open until filled. Application forms may be obtained in Human Resources Office or on our external website, <http://www.visn20.med.va.gov/Portland/mc/hr> .

Applications may be mailed to:

Portland VA Medical Center, P4HRMS
Attn: T38-09-0020-JC
PO Box 1034
Portland, OR 97207

Or brought in person to:

Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

VA Employees must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**